Checklist for Sunday license

Investigator
DBA name and address
The following requirements will be completed by the investigator working on your case
Investigator requirement – <i>church/school location checklist</i> completed listing all churches and schools within 300 feet of the proposed premise – see <u>Section 10-212</u> for all exceptions to this ordinance
Investigator requirement – verification that the business does have a current liquor license – attach a copy
Investigator requirement – consent verification checklist completed confirming all requirements in Sections 10-214 and 10-215 have been checked
Investigator requirement – check the server and master file of the current licensee to see if a "conditional license" has been issued at this location. Is a conditional license in place at this location? If yes, refer to the P & P titled "Conditional Licenses" and follow accordingly.
Investigator requirement – Did the applicant fail to successfully complete the consent process? If yes, you must send the property owner a letter stating "should the premise fail the consent process a second time within a 12 month period, another application for a liquor license at the premise will not be accepted until 12 months have passed" – see the <i>consent verification checklist</i> for specifics
Investigator requirement – notification checklist completed and attached listing all entities that received notifications
Investigator requirement – A copy of the final invoice showing all outstanding permit/license fees
In order to begin processing a liquor application, an applicant must submit the following
Before submitting an application, contact the City Planning and Development Department so that they may determine if zoning will allow your proposed business to operate at your proposed location – City Planning and Development Department in City Hall, 414 E. 12 th St., (816) 513-1500
Liquor license application (must be signed and notarized)
\$50 application fee – check or money order made out to the city treasurer
Two coordinates, expressed in feet, based on the North American Datum 1983 Missouri West State Plane Coordinate System, identifying the center of the door for the main entrance to the premise – must be from a licensed surveyor OR submit \$100 to Regulated Industries to obtain the coordinates – check or money order made out to the city treasurer
All of the following information must be submitted by the applicant
<u>Have</u> <u>Need</u>
Consultant consent form signed by the applicant (only applicable if a consultant is used) – form provided by the Regulated Industries Division (www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/index.htm)
<i>Consent form oath</i> signed by the applicant <u>and</u> a majority of the consent forms, signed by the eligible consenters, must be returned to the office within 45 days from the date issued. An extension of time may be requested in writing. Consent forms are provided by the Regulated Industries Division.
A liquor application can be processed without the contingency items listed below. However, all contingency items must be submitted before a license will be issued.
<u>Have</u> <u>Need</u>
All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – State Office Building in KCMO, 615 E. 13 th St., (816) 889-2574